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ADM-2.4

DD/S&T-3337-64

4 December 1964

MEMORANDUM FOR: Assistant Director, OCS  
Assistant Director, OEL  
Assistant Director, OSA  
Assistant Director, OSI  
Acting Assistant Director, ORD  
Director, FMSAC

SUBJECT: Budget and Fiscal Review - FY 65

REFERENCE: DD/S&T-2669-64, dated 6 October 1964,  
same subject

1. The subject reviews, prepared in general accordance with reference, as of 30 November 1964 are scheduled as follows:

OEL	1000-1030	14 December
ORD	1100-1130	14 December
OSA	1400-1430	14 December
OSI	1000-1030	15 December
OCS	1100-1130	15 December
FMSAC	1400-1430	15 December

2. All presentations should be based upon approved funding levels.

3. It is requested that data for external contracts be grouped into categories as follows:

Group A. Contracts negotiated and signed by both Agency and company representatives.

Group B. Proposals transmitted to Office of Logistics or OSA for contracting action after approval by DDCI, DD/S&T, or AD's as appropriate. This category will include all proposals transmitted to OL or OSA except for those reported in Group A without reference to the stage of processing within OL or OSA.

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Group C. Contractor proposals accepted, requisition and internal justification documentation completed, formal AD approval obtained, and documentation forwarded to Admin/DD/S&T for further processing including submission to DD/S&T and DDCI, if required.

Group D. Projects upon which steps necessary for submission to Office of Logistics or OSA have not been completed, grouped by the month in which it is anticipated the proposal will reach the Office of Logistics or OSA after approval at the required level under the Agency Approval System.

4. In the interests of uniformity of presentation of the status of external contract funds, it is suggested only a summary bar chart be prepared. It should reflect the sum of the number and amount of proposals programmed for each category identified in paragraph three above. The percentage of the dollar value in each category to the total approved program also should be reflected. An illustrative chart is attached. Detail by divisions within Offices, when applicable, may be presented in such tabular form as is considered appropriate--bar charts on a Division basis are not desired.

5. Insofar as management and support funds are concerned, a simple line graph reflecting obligations of significant categories by month in relation to a steady rate projection of funds approved for the year will suffice. Each line should be annotated to reflect the dollar value and percentage of total program represented thereby. An illustrative chart is attached.

6. There is no need to present any data on the combined usage of management and external contract funds.

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It is expected that the data presented for the categories in paragraph three above should be reconcilable to the records maintained by Admin/DD/S&T. The two graphic presentations should be in suitable format for a copy to be included in the most current Monthly Activities Report. Please let us know if there are any questions in connection with the foregoing.

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Chief, Plans and Programs  
Directorate of  
Science and Technology

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